



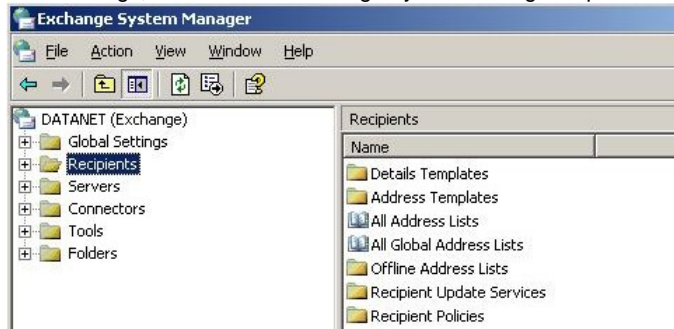
Exchange 2003

Setting your recipient host groups

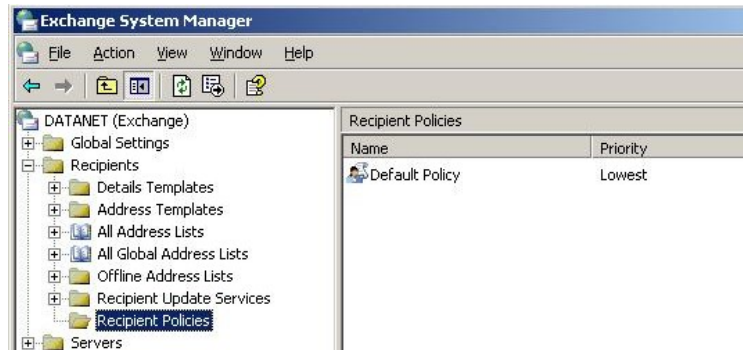
(V 1.0)

To start with we will look at how you set up policies to filter peoples emails so that, for example Joe Smith's emails will get to him in the form J.Smith@YourDomain.co.uk, Joe.Smith@YourDomain.co.uk, JS@YourDomain.co.uk, etc.

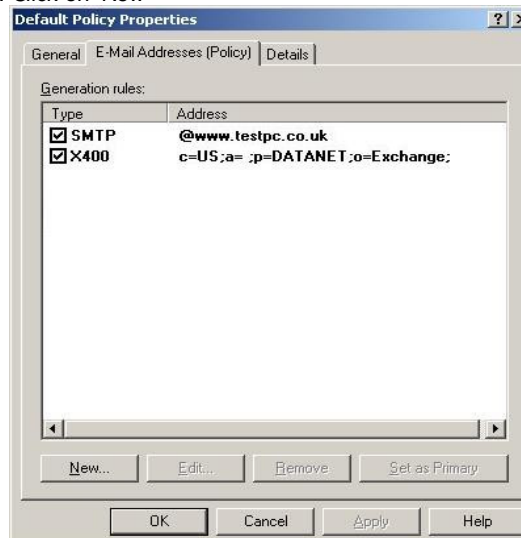
Go to Start, All Programs, MS Exchange, then click on Exchange System Manager. Open the folder 'Recipients'



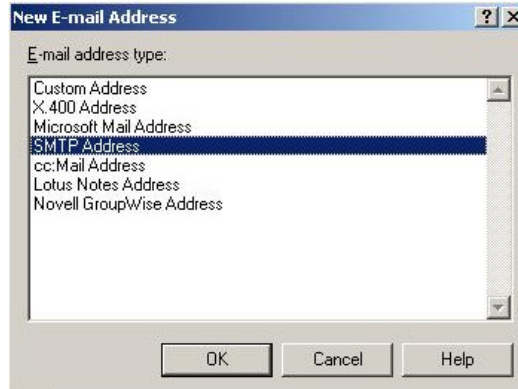
Then open 'Recipients Policies' and double click on 'Default Policy' in the right hand window.



The window that opens will list your policies already active, by default you will have one listed under 'X400' which HAS to be left in the list. And another of the type 'SMTP' which will be set up automatically by exchange, this can removed, but is not harmful to leave alone. Click on 'New'



In the new window that opens you will need to select the type of email system you will be using, for Datanet this will be SMTP. Select 'SMTP Address' and click 'OK'



In the address bar type the domain that you will be sending and receiving email, for example '@YourDomain.co.uk'. Then in front of that you will need to use a code depending on which style of email addresses you wish to be receiving. For example Joe.Smith@YourDomain.co.uk or J.Smith@YourDomain.co.uk.

The codes are:

%g = Given Name (First Name)

%s = Surname

%1g = First letter of the first name

%2s = First two letters of the surname

So for example Joe.Smith@YourDomain.co.uk = %g.%s@YourDomain.co.uk
J.Smith@YourDomain.co.uk = %1g.%s@YourDomain.co.uk
JoeSmith@YourDomain.co.uk = %g%s@YourDomain.co.uk (Note: No period)
JoeS@YourDomain.co.uk = %g%1s@YourDomain.co.uk

Now press 'OK' you may now enter another policy that will direct multiple variations of a person's name will still go to their mailbox. Once you have entered all the policies you want press 'OK' on the Default Policy Properties window.

